



# The Employee Connection

FALL ISSUE

NOVEMBER 2015

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## Tobacco Free Campus



Southern Connecticut State University is now a tobacco-free campus. As of August 25, 2015, the university is a tobacco-free campus, the first public university in Connecticut to implement such a policy. Smoking and tobacco use is now prohibited in all areas of the campus. If you would like to learn more about the policy or resources available, please visit the below links:

[SCSU Tobacco Free Campus Policy](#)

## Tobacco Cessation Resources for Employees

### -Insurance Provider Resources

[UnitedHealthcare Cessation Program](#)

[Anthem Cessation Program](#)

### -State Government Counseling and Resources

[Employee Assistance Program](#)

[Department of Public Health](#)

**Reminder:**

**Universal Life Open  
Enrollment goes  
through November  
30th.**

**You can access the**

**HR website at:**

**[www.southernct.edu  
/faculty-staff/hr](http://www.southernct.edu/faculty-staff/hr)**

## New Student Worker Process

The Office of Human Resources is pleased to introduce a new Student Worker Process which commenced in the **Fall 2015 semester**. You can access this new system at the following link: <http://go.southernct.edu/links/swa> This new process replaces the paper process of hiring and re-authorizing student workers on campus with a new online system.

In addition to this new Student Worker Process, the Board of Regents recently amended the **Pre-Employment Verification Policy** to include certain student worker positions. This amended policy has been in effect since the beginning of the **Fall 2015 semester**.

The policy is included on the Office of Human Resources website at the following link:  
[www.ct.edu/files/pdfs/hr-policy-pre-employment-verification.pdf](http://www.ct.edu/files/pdfs/hr-policy-pre-employment-verification.pdf)

This amended pre-employment verification policy applies to all new student workers, student workers who transfer to new positions or any student workers with a break in service of a year or more in the following positions:

- Resident Assistants
- Students assigned to Public Safety Department
- Students who handle DCL3 data (DCL3 data is protected confidential data. Examples include social security number and identity data, bank account or debit card information, credit card number and cardholder information or student loan data)
- Students who have fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget
- Students deemed to be in a safety or security sensitive position

If you have questions about the process of hiring student workers or the training, please contact Tami LaPlante, University HR Administrator at X25572 or [laplantet1@southernct.edu](mailto:laplantet1@southernct.edu).

## Minimum Wage Increase

Note to any supervisors of Student workers and University Assistants:

Effective January 1, 2016 the CT minimum wage will increase from \$ 9.15/hour to \$9.60/hour. Please be aware that if there are student workers in your department who earn less than \$9.60/hour their hourly rate will automatically be increased to the new minimum wage. It is **NOT** necessary to complete a pay rate change in the student worker system. Please plan your student worker budget for the Spring accordingly.



***Please keep in mind that the minimum wage is also scheduled to increase again on 01/01/17 to \$ 10.10.***

## Prudential

Prudential Retirement is the new third-party administrator managing the State of Connecticut's defined contribution plans. The State of Connecticut Defined Contribution Plans can give you tax-advantaged investment options and can help you save for a more financially secure retirement. The Defined Contribution and Deferred Contribution Plans are voluntary retirement savings plans that permit you to defer income into the retirement plan either on a pre-tax basis or after-tax (Roth) basis. The plans offer a wide variety of investment options and accept pre-tax funds (rollovers) from other 401, 403(b) and 457 (b) governmental plans and traditional IRAs. Review the below plan highlights to see which plan is right for you.

**Alternate Retirement Plan** (current members)

[http://www3.prudential.com/email/retirement/IMFPWeb/hosted\\_websites/ts/ctdcp/pdf/arp-plan-highlights/0279287-00001-00.pdf](http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/ts/ctdcp/pdf/arp-plan-highlights/0279287-00001-00.pdf)

**457 Plan**

[http://www3.prudential.com/email/retirement/IMFPWeb/hosted\\_websites/ts/ctdcp/pdf/457-plan-highlights/0279217-00001-00.pdf](http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/ts/ctdcp/pdf/457-plan-highlights/0279217-00001-00.pdf)

**403(b) Plan**

[http://www3.prudential.com/email/retirement/IMFPWeb/hosted\\_websites/ts/ctdcp/pdf/403b-plan-highlights/0279216-00001-00.pdf](http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/ts/ctdcp/pdf/403b-plan-highlights/0279216-00001-00.pdf)

For those who wish to enroll in the 457 or 403 (b) plan or log into your account click on the below link.

[http://www3.prudential.com/email/retirement/IMFPWeb/hosted\\_websites/ts/ctdcp/your-plan.html](http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/ts/ctdcp/your-plan.html)

You may also enroll by contacting Giancarlo DiRoma, Lead Retirement Counselor at 860-819-6972 or by email at [Giancarlo.diroma@prudential.com](mailto:Giancarlo.diroma@prudential.com).

This is a great opportunity to save, invest and prepare for retirement.

## Update Your Demographic Information

As we enter into the new year it is important to have the most up-to-date information on file including Emergency Contacts for each employee.

It is also imperative that all employees update their home address or demographic information now in Core-CT to ensure you receive your 2015 W-2 on time.

Please take the time to update your E-Profile in CORE by following the steps below:

- ◆ **Log into CORE** (<https://corect.ct.gov/psp/PEPRD/?cmd=login>)
  - For additional assistance, E-Profile User Manual [http://www.southernct.edu/faculty-staff/hr/eProfileUserManual\\_.pdf](http://www.southernct.edu/faculty-staff/hr/eProfileUserManual_.pdf) is available.
- ◆ **Select Main Menu**
- ◆ **Select Self Service**
- ◆ **Select Personal Information**
- ◆ **Select Emergency Contacts**
- ◆ **Add Emergency Contact**
- ◆ **Click Save**

Thank you for taking the time to update this important personal information.

**-Forgot your password? Problems logging in? Contact the Payroll Department at (203) 392-5430.**

## Update Dependent Information

This is a reminder that you must notify the Office of Human Resources to **update dependent information** by submitting the required documentation, and signing the required forms within 31 days of a qualifying event to change health benefits.

Qualifying events include the following:

- Marital Status** – any event that changes your legal marital status, including marriage, divorce, death of a spouse and legal separation.
- Number of dependents** – any event that changes your number of dependents, including birth, death, divorce, adoption and legal guardianship.
- Employment status** – any event that changes your employment status, or the employment status of your dependents, resulting in gaining or losing eligibility for coverage.
- Dependent status** – any event that causes your dependent to become eligible or ineligible for coverage.
- Residence** – a significant change in your place of residence that affects your ability to access network providers.

Core-CT State of Connecticut

Progress: Main Menu > Self Service > Personal Information > Personal Information Summary

My HR Core-CT Help

Personal Information Summary [Expand All](#) [Collapse All](#)

→ Name

Change name

→ Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	01/01/1901	USA	

Change home/mailing addresses

→ Phone Numbers

Phone Type	Phone Number	Preferred
Business		<input type="checkbox"/>
Home		<input type="checkbox"/>
Main		<input checked="" type="checkbox"/>

Change phone numbers

→ Emergency Contacts

Name	Relationship to Employee	Primary Contact	Telephone
	Spouse	<input checked="" type="checkbox"/>	

Change emergency contacts



## Use the Southern Alert Emergency Alert System

On days when snow and/or ice is in the forecast, students, faculty and staff can receive a text, email, or call to find out if there will be a delayed opening, classes are canceled, or the university is closed. You can sign up for the Alerts and view more information here: <http://www.southernct.edu/student-life/safety/southernalert.html>



### **Learn how to start a Weight Watchers 17-week At Work Meeting Series.**

If interested in learning more about this offer and the Weight Watchers at Work program contact Francesca Poole at ext. 25059 or [PooleF1@southernct.edu](mailto:PooleF1@southernct.edu).

This program will be based on the number of participants, additional details will be available to SCSU Faculty and Staff members who are interested in joining.

In each of the newsletters, the Office of Human Resources will highlight particular policies to provide information and to remind employees of their obligation under the policies.

## Consensual Relationships Policy

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities' respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

### **Policy Prohibited Between employee and student:**

Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

### **Strongly Discouraged Between employee and student:**

Romantic, dating or sexual relationships between employees and students over whom said employee does not have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety. If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

## Consensual Relationships Policy (continued)

**Between employee and employee:**

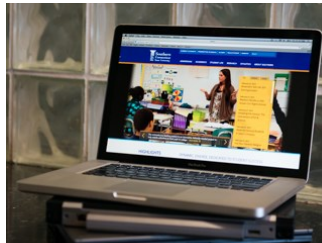
BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

**In the event of a Sexual Harassment Charge:**

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit.

**Sanctions:** All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

## Electronic Monitoring Policy



There are several information technology devices in use in the CSUS. These devices are the property of the State of Connecticut and use thereof by the user is restricted to the performance of official State business or activities approved through the collective bargaining process. Information related to usage and utilization of these devices and the overall CSUS technological environment is constantly being collected.

The CSUS Information Technology infrastructure includes a telephone system, a communications network, internet access, computer servers, and computer workstations. Information related to the usage of this infrastructure is collected and logged. All users of these devices are hereby advised and notified that these devices produce data and reports related to information stored, sent, and retrieved for the purposes of recording usage and utilization. While system personnel do not review the contents of this material except when necessary in the course of the discharge of official duties and as permitted by law, each user should know and is hereby notified that all such information is subject to subpoena, discovery, the Connecticut Freedom of Information Act and such other disclosure processes as may be authorized by law.



**Welcome to the New Full-Time Employees who have started with us in recent months!**

<b>Name</b>	<b>Position</b>
Michele Abrams	Assistant Professor
Shane Beardsley	Assistant Professor
Edward Bethke	Assistant Men's Baseball Coach
Gayle Bogel	Assistant Professor
Alan Brown	Assistant Professor
Scott Burrell	Head Men's Basketball
Therean Byers	Custodian
Edward Caliguri	Assistant Professor
Tracey Campbell	Custodian
Frank Cannatelli	Assistant Professor
Kelly Carrington	Assistant Professor
Kaitlyn Cody	Residence Hall Director
Anthony Coppola	Custodian
Mary Crean	Assistant Professor
Heather Evans	Assistant Professor
Marian Evans	Assistant Professor
Pamela Forte	Clinical Coordinator
William Gambardella	Assistant Professor
Lorrie Gardella	Associate Professor
Cheryl Ann Green	Assistant Professor
Megan Hill	Instructor
Stephanie Hiriak	Assistant Women's Basketball Coach
Mehdi Hossain	Assistant Professor
Dushmantha Jayawickreme	Assistant Professor
Jahkahli Johnson	Residence Hall Director
Sara Johnson	Assistant Professor
Bonnie Judge	Assistant Professor
Darcy Kern	Assistant Professor
Jason Lawrence	Assistant Professor
Johnathan Londono	Custodian
Kathryn Lynch	Head Women's Basketball
Dan Mabeoone	Assistant Professor
Sheryl Marciniec	Assistant Professor
Cheryl Ann Maykel	Assistant Professor
Karreem Mebane	Assistant Professor
Michele Merlo	Instructor
Carrie D'amico Michalski	Associate Professor
Matthew Miller	Assistant Professor
Christopher Moran	Assistant Men's & Women's Swimming & Diving Coach



Name	Position
Jaime Muleiro	Assistant Counselor
Michael Papale	Assistant Men's Basketball Coach
Jennifer Parzych	Assistant Professor
Thomas Peterson	Instructor
Debra Potrepka	Nursing Lab Technician
Jessica Powell	Assistant Professor
Rebecca Ranucci	Assistant Professor
Natalie Rascati	Custodian
Meurcie Redding	Residence Hall Director
Victoria Reid	Instructor
Meredith Ringel-Ensley	Instructor
William Rivera	Police Officer
Dyan Robinson	Assistant Director First Year Experience Program
Ruben Rodriguez	Custodian
Terricita Sass	Associate VP for Enrollment Management
Louise Shaw	Assistant Professor
Amy Smoyer	Assistant Professor
Brooke Suprenant	Residence Hall Director
Stephanie Sutton	Custodian
Nicholas Valsamis	Director Support Services
Robert Vazquez	Custodian
Alison Wall	Assistant Professor
Yan Wei	Assistant Professor
Binlin Wu	Assistant Professor
Olcay Yavuz	Assistant Professor
Sang Won Yoon	Assistant Professor

A warm welcome to all the new part-time faculty for the Fall 2015 semester. You add a great deal to each department and we are happy to have you! Thank you for all of your hard work and dedication to our students!



## Who to contact in HR...

<b>Diane Mazza</b>	Chief Human Resources Officer Labor relations and contract administration, FOI Officer mazzad3@southernct.edu	x25405
<b>Kim Massores</b>	Assistant in Human Resources Provide administrative support to the Office of Human Resources massoresk1@southernct.edu	x26962
<b>Marlene Cordero</b>	Interim University Human Resources Administrator for Unclassified Services Faculty, SUOAF, Management, Lecturers, Retirement, Litigation Support, Labor Relations santiagom4@southernct.edu	x25537
<b>Tami LaPlante</b>	University Human Resources Administrator for Classified Services Clerical, Police, A&R, 1199, & Maintenance Contracts, Student Workers, Graduate Assistants, and Graduate Interns laplantet1@southernct.edu	x25572
<b>Francesca Poole</b>	Associate in Human Resources Benefits, Worker's Compensation, FMLA, Supplemental Benefits, Tuition reimbursement for classified employees poolef1@southernct.edu	x25059
<b>Darci Carson</b>	Associate in Human Resources Lecturers, Unclassified Employees, Dual Employment, Retirement carsond1@southernct.edu	x25075
<b>Phil Marchese</b>	Assistant in Human Resources University Assistants, Lecturers, Website, Dual Employment Forms, International student employment, Employment postings marchesep1@southernct.edu	x28848
<b>BethAnn Johnson</b>	Administrative Assistant Provides administrative support to the Office of Human Resources johnsonb3@southernct.edu	x25253